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~~OFFICE OF THE
ADMINISTRATIVE OFFICER
ADMINISTRATIVE SERV. DIV.
4-3-45
OMS-A-03~~

~~WASHINGTON 25, D.~~

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

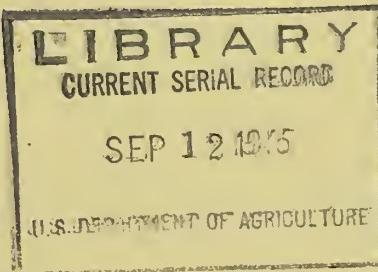
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PROCEDURE TRANSMITTAL

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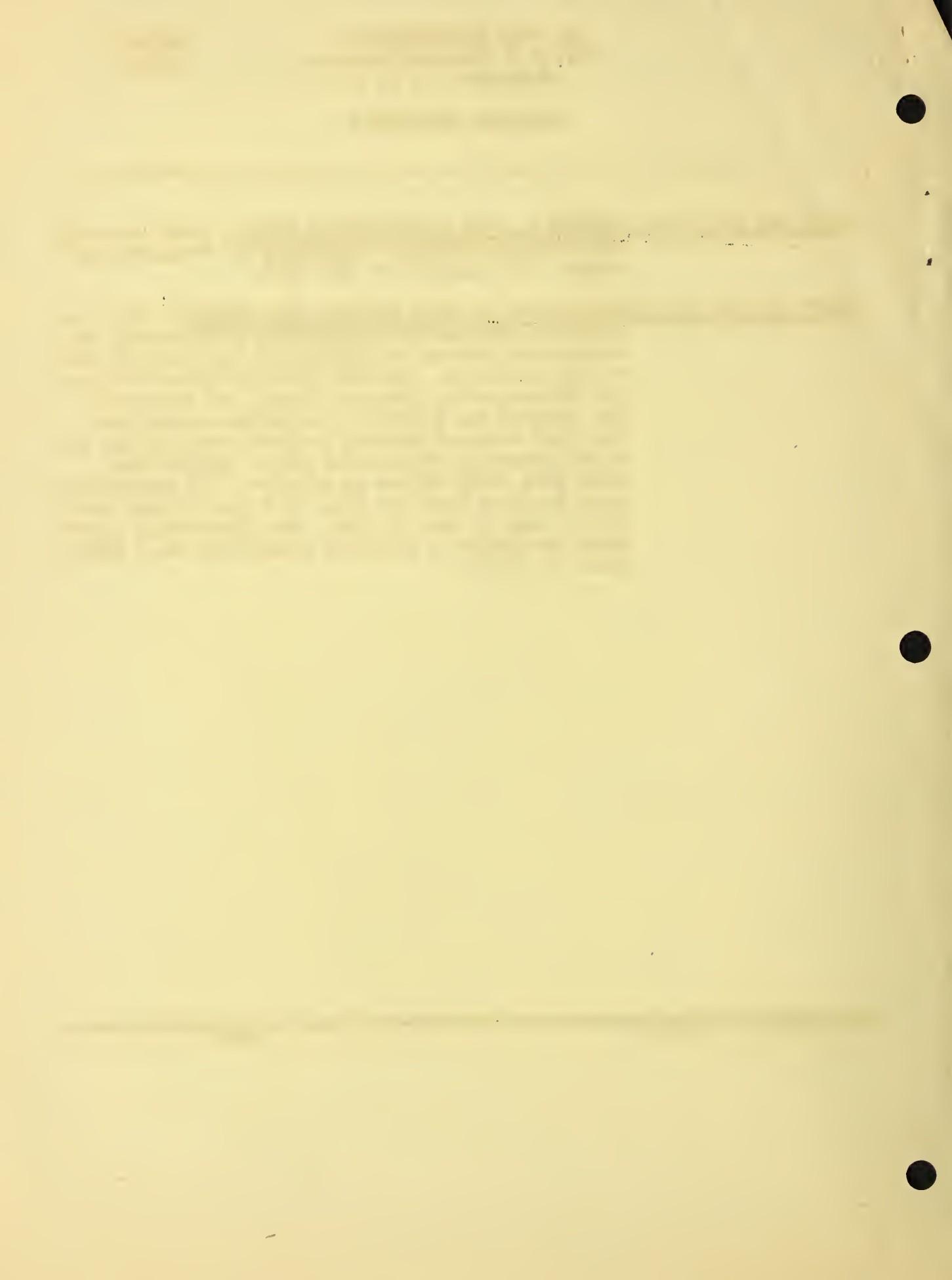
CHANGE OMS INS. 103.1, EXHIBIT A, "OMS CLASSIFICATION CHART: Under the heading "1 Administration," subheading "11 Organization," change "112 Regional" to "112 Area."

INSERT OMS INS. 112.1 ORGANIZATION OF STAFF DIVISION AREA OFFICES: This instruction outlines the organization of four staff division area offices and establishes area lines of servicing activities. The area staff division functions are Administrative Services, Fiscal, and Personnel. The attached map (Exhibit A) establishes area lines. The staff services formerly rendered from Atlanta, Ga. to OMS operating offices will now be handled from other area staff offices as provided. All transfers of staff division functions from the former Atlanta Area will be made by July 1, 1945. This Instruction supersedes the notice on Procedure Transmittal No. 8 dated March 27, 1945.



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B-688



I POLICY

A There are established within OMS four staff division area offices. The office designations and the area office cities are:

Area 1 Office	New York, N.Y.
Area 2 Office	Chicago, Illinois
Area 3 Office	San Francisco, Calif.
Area 4 Office	Dallas, Texas

B The names of the staff division area offices and the titles of the heads of these offices are:

OFFICE DESIGNATION	TITLE OF OFFICE HEAD
Area Personnel Office	Area Personnel Officer
Area Fiscal Office	Area Fiscal Officer
Area Administrative Services Office	Area Administrative Services Officer

II SCOPE OF SERVICES

Each staff division area office shall service all field offices within the area (see Exhibit A) except the following:

A Tobacco Branch - All field offices irrespective of their area location shall be serviced by Area 1 Office.

B Cotton and Fiber Branch - All field offices that are located in Areas 1,2, and 4 shall be serviced by Area 4 Office.

C Dairy and Poultry Branch

1 Dressed Poultry Inspection

a Activities located in Colorado, New Mexico, that part of Texas in Area 3, and all of those in Area 4 will be serviced by Area 2 Office.

2 Dairy and Poultry Grading

a Activities located in Kentucky, Tennessee, Mississippi and Alabama will be serviced by Area 1 Office.

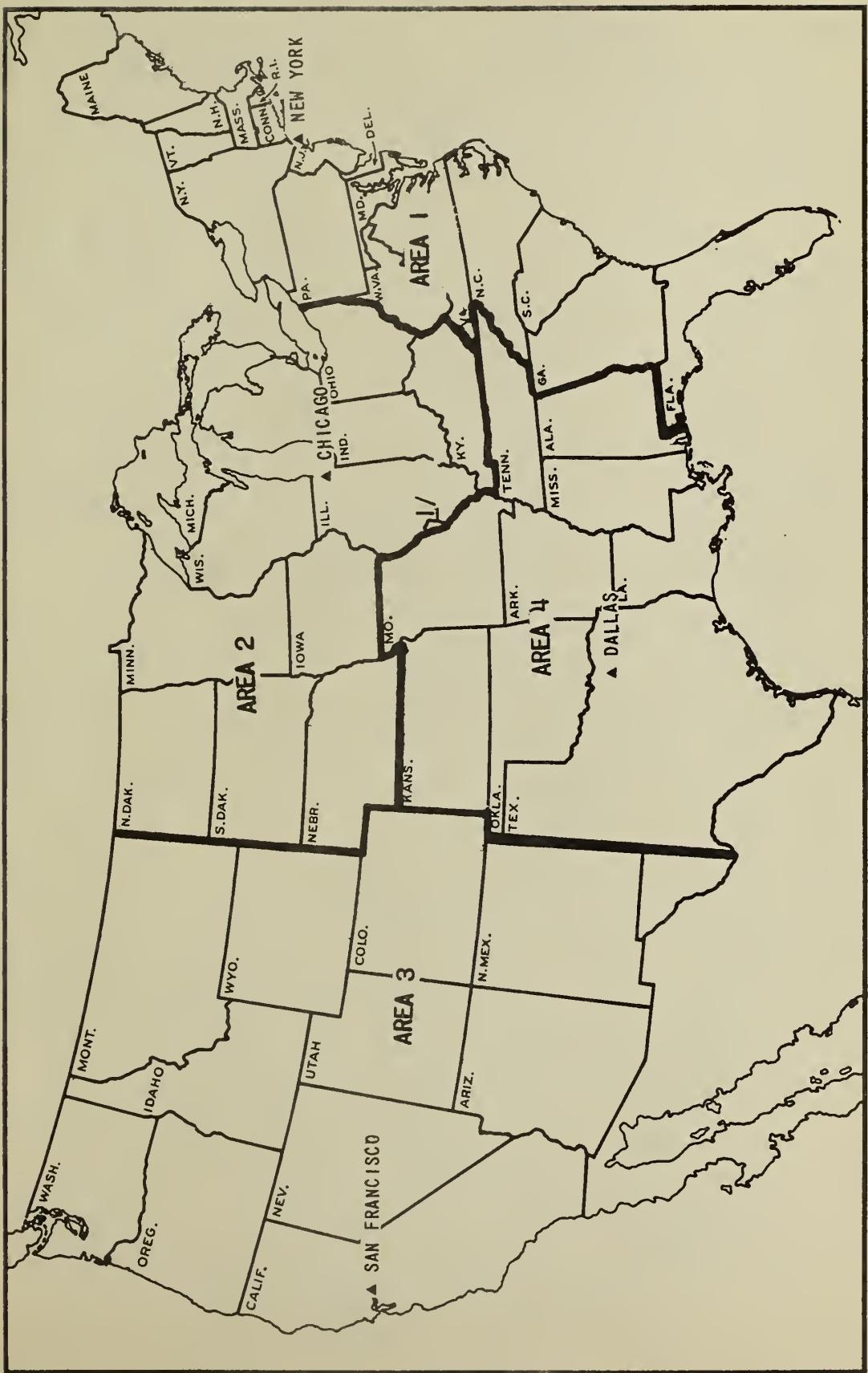
b Activities located in Montana, Wyoming, Colorado, Missouri and Kansas will be serviced by Area 2 Office.

c Activities located in New Mexico and that part of Texas in Area 3 will be serviced by Area 4 Office.

D Livestock and Meats Branch - All substations listed below shall be serviced by the area office noted in the last column.

ORGANIZATION OF STAFF DIVISION AREA OFFICES

MAIN OFFICE LOCATION	ACTIVITY	SUBSTATION LOCATION	AREA OFFICE SERVICING SUBSTATION
Chicago, Illinois	Wool Appraisal	St. Joseph, Mo.	2
Denver, Colorado	" "	Belle Fourche, S.D.	3
Philadelphia, Penna.	" "	Louisville, Ky.	1
National Stockyards, Ill.	Meat Grading	Alexandria, La.	2
" "	" "	Baton Rouge, La.	2
" "	" "	New Orleans, La.	2
" "	" "	Jackson, Miss.	2
" "	" "	West Point, Miss.	2
" "	" "	Greenwood, Miss.	2
" "	" "	Little Rock, Ark.	2
" "	" "	Memphis, Tenn.	2
" "	" "	Union City, Tenn.	2
Cleveland, Ohio	" "	Buffalo, New York	2
" "	" "	Rochester, New York	2
" "	" "	Erie, Penna.	2
" "	" "	Altoona, Penna.	2
" "	" "	Pittsburgh, Penna.	2
Columbus, Ohio	" "	Huntington, W. Va.	2
" "	" "	Charleston, W. Va.	2
" "	" "	Clarksburg, W. Va.	2
Denver, Colorado	" "	Scottsbluff, Nebr.	3



L/ St. Louis, Mo.-is located in Area 2

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